

Arizona's Instrument to Measure Standards
AIMS/Terra Nova Superintendent/Charter Operator Security Agreement
Spring 2009

As Superintendent/Charter Operator I acknowledge that AIMS/TerraNova is a secure test and agree to the following conditions of use to ensure the security of the test:

1. I am responsible for all testing activities within my district/charter. I am allowed to designate a District Test Coordinator to act on my behalf.
 - a. A Test Coordinator Information Sheet School Year 2008-2009 must be completed by August 15, 2008.
 - b. If the designated District Coordinator is unable to attend the Spring 2009 AIMS Pre-Test Workshop in January, I am the only acceptable substitute that will be able to attend in his/her place.
2. All necessary precautions will be done to safeguard test materials
 - a. Limiting access to persons with a responsible, professional interest in the test's security.
 - b. The names of all persons having access to the materials will be kept on file by the designated test coordinator.
 - c. All persons having access to the AIMS/TerraNova test materials (other than students to whom the test is administered) will sign the test security agreement, which will be kept on file for 6 years.
 - i. Building administrators will maintain signed agreements of building staff.
 - ii. Superintendent/charter representative will maintain signed agreements of building administrators.
 - iii. Superintendent/charter representative will sign for district and submit security agreement to ADE.
 - iv. ADE will maintain signed agreements of superintendents/charter operators.
3. All test materials will be kept under lock and key, except on actual testing dates, limiting access to those responsible for their security.
 - a. Secure test materials, including test books and directions, will be delivered to examiners no sooner than the date of testing, unless logistics dictate an earlier delivery date.
 - b. Test materials will be kept secure until they are actually distributed to students.
 - c. In no case will students be permitted to remove test material from the room where testing takes place except under supervision of staff (students completing test).
4. The AIMS/TerraNova will not be examined to determine the content beyond the requirements to administer the test.
 - a. No content of the test will be disclosed or allowed to be disclosed.
 - b. No test item will be discussed at any time.
5. Upon completion of testing, all AIMS/TerraNova test materials will be returned to the district designated test coordinator.
6. The district superintendent or charter operator will develop, distribute, and enforce disciplinary procedures for the violation of test security by district or agency staff.
7. The guidelines approved by the State Board of Education in January 2003, updated December 2007, in the document *Test Preparation and Administration Practices* will be followed.
8. All instructions in the Test Coordinator's Manual and the Test Administration Directions which includes reading the directions to students exactly as scripted in the Test Administration Directions will be followed.

By signing my name to this document, I am assuring the Arizona Department of Education that I will abide by the above conditions and that anyone I supervise, who will have access to the Spring 2009 AIMS/TerraNova test will also sign a Test Security Agreement.

Superintendent/Charter Operator Signature: _____

Printed Name: _____ Title: _____

District/Charter: _____ Entity #: _____

Address: _____

City, State, Zip: _____